



Quality Tracking #:	<input type="text" value="2024-008"/>	Classification:	<input type="text" value="Incident"/>
Risk Level:	<input type="text" value="Low"/>	Section:	<input type="text" value="Firearms"/>
Date of Discovery:	<input type="text" value="03/05/24"/>	Date of Incident:	<input type="text" value="02/16/24"/>

Forensic Case Number(s), if applicable:	Agency Case Number(s), if applicable:
2023-13845 2023-13813	178381423 178009923

Description of Nonconformance:
A firearms analyst placed an incorrect EMS label on a test fire envelope. The test fire envelope was transferred to the Houston Police Department (HPD) Property Room with the incorrect label.

Additional Information:
Test Fires are electronically created as new items in HPD's evidence management system (EMS) and by sub-itemization of the parent item in JusticeTrax LIMS. The test fires for forensic case number (FCN) 2023-13845 Item 001-01 in this case were not created in EMS. This occurred because the analyst forgot to open the correct case in the EMS system and inadvertently had a previously processed case open. A test fire label from the previously processed case (FCN 2023-13813 Item 001-01 / agency case number [ACN] 178009923 Item 003) was placed on the envelope for FCN 2023-13845 Item 001-01 (ACN 1783814230).

Typically, this type of error is caught during the analyst's review of their evidence, or during the technical/administrative review of the request. The analyst did not notice the incorrect label during processing, but the issue was discovered during the TR/AR process prior to the release of the NIBIN notification. However, the test fires had already been transferred to the HPD Property Room in a test fire box prior to the TR/AR review process.

Test fire evidence is often returned to the property room prior to completion of the TR/AR process due to limited storage space available in the Firearms basement vault.



Summary of Root Cause Analysis:

N/A

Actions Taken:

The analyst researched the case in JusticeTrax (JT) LIMS to determine which test fire box contained the item with the incorrect label. The test fire box containing the item was transferred back to HFSC from the HPD Property Room. The item was located in the test fire box, identifiable by the FCN printed on the JT label.

The item had an incorrect EMS labeled corresponding to ACN 178009923 Item 003, another a set of test fires created by the same analyst. The analyst researched ACN 178009923 in EMS then notified HPD Property Room IT personnel on 03/08/2024 of the chain of custody (COC) discrepancy. The analyst created the item in EMS under ACN 178381423 as Item 004 and placed the correct EMS label on the item. The test fires were returned to the test fire box and transferred to the HPD Property Room under the correct FCN/ACN. A comment was added in EMS to the COC for item 3 of ACN 178009923 by HFSC's Quality Division explaining what had occurred, and a copy of the comment was emailed to HPD's Property Room IT personnel.

There were no COC issues for either case in JusticeTrax LIMS.

The mislabeled evidence was discovered and corrected prior to issuing the NIBIN notification and did not present a risk to the technical record.

Donna Eudaley

05/09/24

Section Manager: _____

Date: _____

Division Director: Amy Castillo _____

Date: 06/04/24 _____

Technical Leader: N/A _____

Date: _____

CODIS Administrator: N/A _____

Date: _____

Quality Director: Jackeline Moral _____

Date Closed: 06/10/24 _____